



ACCOUNTING OF DISCLOSURE REQUEST
ND DEPARTMENT OF HUMAN SERVICES
LEGAL ADVISORY UNIT
SFN 725 (03-2003)

(For use by **DHS** clients requesting an accounting of disclosures of Protected Health Information)

Name:		*Social Security Number:	Date of Birth:
Address: (Street)	City:	State:	Zip Code:
<p>I am asking for a list of disclosures of my protected health information made by (facility/agency/unit) _____ for the following period of time: From _____ to _____. (Please note that the maximum time frame that can be requested is six years prior to the date of request. The information accounted for will not include any disclosures prior to April 14, 2003.)</p> <p>I understand that there is no charge for the first list requested in a twelve-month period of time. There may be a charge for additional copies requested during that twelve-month period of time.</p>			
Signature of Client:			Date:
Signature of Parent/Guardian or Custodian: (If needed and relationship)			Date:
Signature of Witness: (If needed)			Date:

FOR DHS USE ONLY

Date Given to Client:	Fee:
Staff Member Processing Request:	

*Disclosure of the social security number is voluntary and is requested for the purpose of accurate identification. Failure to disclose this information will not affect this request.

ACCOUNTING OF DISCLOSURES

You have a right to request an accounting of disclosures made of your health information. We will respond to your request within 60 days. If there is a delay in getting the information to you, we will notify you and let you know when it will be ready.

An accounting of disclosures is a list of disclosures of your protected health information made by this unit of the Department of Human Services. It may not contain the following disclosures:

- as authorized by you
- copies of your record given to you
- disclosures made for treatment, payment or health care operations
- disclosures made for national security or intelligence purposes
- disclosures made to correctional institutions or law enforcement officials
as allowed by Federal HIPAA Privacy Rules

The accounting will only list disclosures made after April 13, 2003. It may cover disclosures for a period of six years prior to the date of your request.